

INSTRUCTIONS FOR COMPLETING DD FORM 2345

PRIVACY ACT STATEMENT

AUTHORITY: U.S. INDIVIDUALS AND ENTERPRISES: 10 USC, Section 140c, as added by PL 98-94, Section 1217, September 24, 1983; and implemented by DoDD 5230.25, "Withholding of Unclassified Technical Data From Public Disclosure," November 6, 1984 (32 CFR Part 250).

FOR CANADIAN INDIVIDUALS AND ENTERPRISES: Defense Production Act.

PRINCIPAL PURPOSE(S): To identify individuals and enterprises eligible to receive militarily critical technical data.

ROUTINE USE(S): To support decisions regarding dissemination or withholding of militarily critical technical data. Information provided on this form describing your business may be published from time to time for the benefit of the "certified contractors."

DISCLOSURE: Voluntary; however, failure to provide the information may result in a denial of access to militarily critical technical data.

MAIL THE ORIGINAL, COMPLETED COPY OF THIS FORM AND ANY ATTACHMENTS TO:

United States/Canada Joint Certification Office
Defense Logistics Services Center
Federal Center
Battle Creek, Michigan, USA 49017-3084

SPECIFIC INSTRUCTIONS

1. Mark only one box. Mark "RESUBMISSION" only if your previous submission was returned or rejected. Mark "REVISION" (of a previously accepted submission) to show revised information, such as addresses or business description. Mark "5-YEAR RENEWAL" in response to a renewal notice from U.S./Canada - JCO. When either the "REVISION" OR "5-YEAR RENEWAL" box is marked, enter your current Certification Number in Item 7.a.

2.a. For an individual, show full name (LAST, First, Middle initial). For an enterprise, show full name of corporate parent; or institution.

b. Enter the mailing address of the individual or enterprise making the certification. If a P.O. Box is used for mailing purposes, include street address as well.

c. Each corporate subsidiary or division that is to receive militarily critical technical data must be certified separately. If not applicable, so state.

d. For U.S. individual or enterprise, enter the Federal Supply Code for Manufacturers (FSCM) or Non-Manufacturers (FSNCM) or Commercial and Government Entity (CAGE) code assigned to the individual or enterprise making the certification. For a Canadian individual or enterprise, enter the Department of Supply and Services Vendor Code assigned to the individual or enterprise making the certification. If none, so state. If a subsidiary or division is certified, enter the organization's code.

e. Show telephone number of the certifying official identified in Item 6. Include the area code.

3. Show the name, address, telephone number (including area code) and title of the individual who will receive militarily critical technical data and be responsible for its further dissemination. **A position designation may be used only when conditions described in Item 5.a.(1) and (2) are prerequisites for holding that position.**

4. Describe the business activity of the entity identified in Item 2 in sufficient detail for the U.S. or Canadian Government agency controlling the data to determine whether the militarily critical

technical data that you may request from time to time are reasonably related to your stated business activity. For example, state that you design and construct high-pressure, high volume hydraulic pumps for use in connection with aircraft control surfaces; do not state simply "hydraulic pumps." Provide concise statements within the space provided.

5. If certifications 5.e. and 5.f. cannot be made, provide (on a separate sheet) a description of any extenuating circumstances that may give sufficient reason to accept your certification.

6. If Item 2 identifies an individual, that individual must sign. If Item 2 identifies an institution or a corporate entity, a person who can legally obligate the enterprise to a contract must sign.

7. Explanation of Certification Action.

a. **ACCEPTED.** The U.S./Canada - JCO has assigned the individual or enterprise identified in Item 2.a., a Certification Number which will identify the individual or enterprise as a "certified contractor" as defined in U.S. DoDD 5230.25 or Canada's TDCR. The acceptance is valid for a period of five years from the acceptance date unless sooner revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR. If at any time a certified contractor is unable to adhere to the conditions under which a certification was accepted, the contractor's certification is considered void, and the contractor will either submit a revised certification or surrender all militarily critical technical data obtained under this agreement to the data controlling offices specified on the documents.

b. **RETURNED.** Your submission did not contain all the information required to process your certification. Please review any comments provided with the returned submission and resubmit in accordance with the applicable instructions.

c. **REJECTED.** Reasons for rejection include, for example, debarment, a business activity that does not fall within the scope of U.S. DoDD 5230.25 or Canada's TDCR, or failure to make all of the required certifications.

LEGEND:

DoD = Department of Defense

DoDD = Department of Defense Directive

U.S./Canada - JCO = United States/Canada Joint Certification Office

DSS = Department of Supply and Services

TDCR = Technical Data Control Regulations

Militarily Critical Technical Data = Unclassified technical data as governed by U.S. DoDD 5230.25 or Canada's TDCR.

Certification to Receive Unclassified, Military Critical

Technical Data

Instructions for DTIC Registered Users

1. Qualified contractors are eligible for access to militarily critical technical data after certification with the Defense Logistics Information Service (DLIS) on the enclosed DD Form 2345, Militarily Critical Technical Data Agreement. Block 5 of the form explains the conditions that apply.
2. The DLIS certification is supplementary to your registration with the Defense Technical Information Center (DTIC) to receive export controlled information in our collection. If you do not certify with DLIS, you will still be able to receive information, that does not include export control.
3. Complete blocks 1 through 6 of the DD Form 2345 according to the instructions on the reverse side of the form and submit it to: United States/Canada Joint Certification Office, Defense Logistics Information Service, Federal Center, 74 Washington Ave., North, Battle Creek, MI, USA 49017-3084. DLIS will return your form, indicating what action was taken. When you receive the certification from DLIS, mail or fax a copy of the approved DD Form 2345 to DTIC-BCS. It is important that the entries on your DD Form 1540, Registration for Scientific and Technical Information Services and your DLIS certification form be consistent. The following items on your DD Form 1540 and DD Form 2345 must be *identical*:

<u>Title on DD 1540</u>	<u>Block No.</u> <u>on 1540</u>	<u>Block No.</u> <u>on 2345</u>
<i>Organization Name</i>	<i>1 & 2</i>	<i>2a & 2c</i>
<i>Address</i>	<i>3a thru 3d</i>	<i>3b</i>
<i>Attention Line</i>	<i>4a</i>	<i>3a</i>

5. If you have any questions, contact the Registration Branch, DTIC-BCS, (703) 767-8273, fax (703) 767-8228 or email: reghelp@dtic.mil.

Steps to be Followed when Completing DD Form 2345

Step 1

Enter Type of Submission.
(See Instruction 1)

Step 3

Enter Mailing Address,
including Street Address.
(See Instruction 2b)

Step 2

Enter the Name of Entity
making the certification.
(See Instruction 2a)

Step 6

Enter Phone Number of
Certifying Official.
(See Instruction 2e)

Step 4

Enter Name of Subsidiary/
Division if applicable.
(See Instruction 2c)

Step 5

Enter appropriate Code.
(See Instruction 2d)

Step 8

Enter Business Mailing
Address of Data Custodian.
(See Instruction 3)

Step 7

Enter Name of Data Custodian
or Position Designation.
(See Instruction 3)

Step 9

Enter Phone Number
of Data Custodian.
(See Instruction 3)

Step 13

Enter Business Location.
(See Instruction 5)

Step 10

Enter Title of Data Custodian.
(See Instruction 3)

Step 14

Complete Item 6.
(See Instruction 6)

Step 11

Enter Relevant Business Activity.
(See Instruction 4)

Step 12

Enter Citizenship/Residency Status.
(See Instruction 5)

Note:
Items 7, 8, and 9 are for the
use of US/Canada JCO.

MILITARILY CRITICAL TECHNICAL DATA AGREEMENT (Please read Privacy Act Statement and Instructions on reverse before completion)			
1. TYPE OF SUBMISSION (X one)	2. INITIAL SUBMISSION	3. REVISION	4. YEAR RENEWAL
2. INDIVIDUAL OR ENTERPRISE DATA (Referred to as a "certified contractor" upon acceptance of certification by the U.S./Canada JCO)			
a. NAME Company Y			
b. ADDRESS (Street, City, State/Province and Zip/Postal Code) 2345 Technical Data Drive Battle Creek, MI 49017			
c. NAME OF SUBSIDIARY/DIVISION Aerospace Division			
d. FSC/NSN/CAGE/DSS VENDOR CODE 00A00			
e. PHONE NO. 123-456-7890			
3. DATA CUSTODIAN			
a. NAME OR POSITION DESIGNATION (See Instructions) John Henry Doe			
b. ADDRESS (Street, City, State/Province and Zip/Postal Code) 2345 Technical Data Drive Battle Creek, MI 49017			
c. PHONE NO. 123-456-7890			
d. TITLE Facility Security Officer			
4. DESCRIPTION OF RELEVANT BUSINESS ACTIVITY Design and construct high-pressure, high-volume hydraulic pump for use in connection with aircraft surfaces. Also design and manufacture radomes, avionics enclosures, radar enclosures, guidance/navigation equipment, nuclear hardened shields, and structural components for tactical aircraft, missiles, and marine vessels.			
5. AS A CONDITION OF RECEIVING MILITARILY CRITICAL TECHNICAL DATA, THE INDIVIDUAL OR ENTERPRISE CERTIFIES THAT: (1) Citizenship/Residency Status: (a) the individual designated either by name or position designation in item 3 is a U.S. citizen or a person admitted lawfully for permanent residence into: (i) the United States (ii) Canada (2) Business Location: Business of individual listed in item 3 is located in: (a) the United States (b) Canada (3) The data is needed to bid or perform on a contract with the agency of the U.S. Government or the Canadian Government or for other legitimate business activities in which the contractor is engaged, or plans to engage. (4) The contractor acknowledges all responsibilities under applicable U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of militarily critical technical data within the United States) or applicable Canadian export control laws and regulations, and (5) It is not itself debarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts, and has not violated U.S. or contravened Canadian export control laws, and has not had a certification revoked under the provisions of U.S. DoD 5230.25 or Canada's TDCR.			
6. CONTRACTOR CERTIFICATION I certify that the information and certification made by me and the contractor are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. (See U.S. Code, Title 18, Section 1001 and for Canadian Contractor see Section 21 of the Access to Information Act)			
a. TYPED NAME (Last, First, Middle Initial) SMITH, John B.		b. TITLE President	c. SIGNATURE SAMPLE
7. CERTIFICATION ACTION (X one)		d. DATE SIGNED 01-1-83	
a. CERTIFICATION ACCEPTED: This certification number, along with a statement of intended data use, must be included with each request for militarily critical technical data.			
b. RETURNED - Insufficient information.			
c. REJECTED - Does not meet eligibility requirement of DoD 5230.25 or Canada's TDCR.			
8. DO OFFICIAL			
a. TYPE NAME (Last, First, Middle Initial)		b. CANADIAN OFFICIAL	
c. TITLE		d. TITLE	
e. SIGNATURE		f. SIGNATURE	
g. DATE SIGNED		h. DATE SIGNED	